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13 November 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A complete revision of the FY-54 Budget Estimates, including supporting documents and data, is being made and will be completed and submitted to the Comptroller's Office by Friday, 14 November 1952.

b. All Personnel Evaluation Reports for October and November have been distributed to the proper supervisors.

c. The Personnel Section is in the process of converting TR(S) personnel to the new T/O.

d. Pursuant to an agreement between OPS and OTR there has been established a Petty-cash fund for the Training Aids Branch, Support Staff, to make emergency purchases of Training Aids materials and books not to exceed \$10.00 at any one time.

Administrative Officer, OTR

25 YEAR RE-REVIEW

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